

TEMPLETON CITY COUNCIL
JANUARY 4, 2016
7:00 P.M. – TEMPLETON CITY HALL

The Templeton City Council met on this fourth day of January 2016 at 7:00 o'clock p.m. at City Hall, Templeton, Iowa. The meeting was called to order by Mayor Behrens, and the roll was called showing the following named Council Members present and absent:

Present: Dave Ramsey, Mark Bauer, Joe Irlbeck, & Alex Schoeppner
Absent: Rick Hoffman

Others in attendance: Mayor Ken Behrens
City Clerk Rhonda Schwaller
Public Works Director Dale Prebeck
Fire Chief Jim Bruggeman
Bill Prebeck – Templeton Community Fire Department
Duane Irlbeck - Templeton Community Fire Department
Rich Danner – Eden Township Trustee
Rick Schultes – Eden Township Trustee
Glenn Langel – Eden Township Trustee
Tom Wegner - Ewoldt Township Trustee
Tim Hockett - Ewoldt Township Trustee
Dwight Gruhn – Ewoldt Township Trustee
Curt Struve – Ewoldt Township Trustee
Daryl Reiman – Roselle Township Trustee
Dan Sturm – Roselle Township Trustee

Approval of Agenda: A motion was made by Ramsey and seconded by Bauer to approve the agenda. All in favor, motion carried.

Fire Chief's Report:

- 2015 Annual Run Report
 - 12 Fires
 - 31 EMS
 - 1 HazMat
 - 4 Accidents
 - 1 Weather
 - 1 Training Fire
 - 50 Total Calls & 334.28 Total Man Hours
- Addition to Templeton Community Fire Department's roster: Alan Kerkhoff & Eric Kerkhoff.
- Waiting list: Jason Klocke
- 26 Firefighters with 15 of them are Firefighter 1.
- New fire protection contracts issued.
- Reviewed 2016 Dodge Quick Attack Fire Truck & building improvements summary (July-Dec. 2015).

A motion was made by Ramsey and seconded by Irlbeck to approve the Templeton Community Fire Department's roster. All in favor, motion carried.

**Templeton Community Fire Department
2016 Roster**

Mark Bauer	Cole Kerkhoff
Jerry Behrens	Eric Kerkhoff
Joe Behrens	Bill Prebeck
Jim Bruggeman	Dale Prebeck
Chris Dopheide	Gene Prebeck
Doyle Engelen	Dave Ramsey
Kyle Hansen	Adam Schreck
Rick Hoffman	Jim Schultes
Tom Horbach	Dave Schwaller
Austin Irlbeck	Dave Sporrer
Duane Irlbeck	Mike Walsh
Gary Irlbeck	Curt Wiederin
Glen Irlbeck	Aaron Buck-1st Responder
Alan Kerkhoff	Sylvia Sporrer-1 st Responder
	Carolyn Hoffman-1 st Responder

Council reviewed the Templeton Community Fire Department's actual income and expense report for 2014 & 2015 and budget projections for fiscal year 2016/2017. The Templeton Community Fire Department is requesting \$6,000.00 from the City of Templeton for fiscal year 2016/2017. A motion was made by Irlbeck and seconded by Bauer to approve. All in favor, motion carried.

At 7:15 p.m. Mayor Behrens opened public hearing on proposed action to Institute Proceedings to Enter into a Loan Agreement and Borrow Money in the Principal Amount of approximately \$50,000.00 to replace existing water meters and purchase computer technology, software, receiver and charger to address the concerns about the substantial loss of water experienced each month. Mayor Behrens asked for comments or discussion on the proposed action. No written or oral objections were heard on the proposal from the public. At 7:20 p.m. Mayor Behrens closed the public hearing. Council Member Bauer introduced the following resolution and moved for its adoption, seconded by Council Member Schoeppner; and after due consideration thereof by the Council, the Mayor put the question on the motion and upon the roll being called, the following named Council Members voted:

Ayes: Ramsey, Bauer, Irlbeck, & Schoeppner

Nays: None

Whereupon, the Mayor declared said motion duly carried and resolution #1133-16 adopted as follows.

RESOLUTION NO. 1133-16

ACTION TO INSTITUTE PROCEEDINGS TO ENTER INTO A LOAN AGREEMENT AND BORROW MONEY IN THE PRINCIPAL AMOUNT OF APROXIMATELY \$50,000.00

WHEREAS, the City of Templeton is presently discussing a proposed action to replace existing water meters and purchase computer technology, software, receiver and charger, to address the concern about a substantial loss of volume of water experienced each month and to enter into a loan agreement to borrow money in the principal amount of approximately \$50,000.00 to implement that certain contract with HD Supply Waterworks, a copy of which is appended hereto.

WHEREAS, a public meeting has been held to receive public comments to this proposed action;

WHEREAS, the City Council of Templeton, Iowa, deems it to be in the best interests of the City of Templeton to enter into a loan agreement and borrow money in the principal amount of approximately \$50,000.00 and to take any and all necessary action to implement the resolution of water loss concerns.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Templeton, Iowa, that the City of Templeton, Iowa will enter into a Loan Agreement with the Templeton Savings Bank to borrow money in the principal amount of approximately \$50,000.00 to replace existing water meters and purchase computer technology, software, receiver and charger provided for in the attached Contract with HD Supply Waterworks and for any other required services or equipment.

IT IS FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to enter into a written agreement with the Templeton Savings Bank to borrow money in the amount of approximately \$50,000.00 for these purposes and, on behalf of the City, execute all necessary documents to effectuate those purposes.

PASSED AND ADOPTED on this 4th day of January, 2016

CITY OF TEMPLETON, IOWA

By: _____
Ken F. Behrens, Mayor

ATTEST:

By: _____
Rhonda Schwaller, City Clerk

Mayor Behrens requested any comments or corrections to be made to the Consent Agenda. A motion was made by Bauer and seconded by Irlbeck to approve the Consent Agenda. All in favor, motion carried.

1. Approve Minutes from December 7, 2015.
2. Internal Review of city's financial records & assets for the months of October, November, & December 2015.
3. Approve Templeton Center's Board minutes from November 24, 2015.
4. Approve Claims for December 2015.
5. Approve December 2015 Treasurer's Report
 - \$ 37,411.94 revenue
 - \$ 49,612.49 expenditures
 - \$442,721.32 total cash & investments

FUND	RECEIPTS	DISBURSEMENTS
General	\$ 6,358.59	\$ 15,048.39
Templeton Center	\$ 13,642.01	\$ 10,690.16
City Park – Checking	\$ 0.00	\$ 0.00
City Park – Savings	\$ 0.00	\$ 0.00
Historical Society	\$ 0.00	\$ 0.00
Road Use Tax	\$ 3,095.80	\$ 0.00
Employee Benefits	\$ 708.50	\$ 0.00
Local Option Tax	\$ 479.64	\$ 0.00
TIF	\$ 1,712.84	\$ 0.00
Debt Service	\$ 254.26	\$ 0.00
Debt Service – Comm. Ctr. Pledge	\$ 4,006.00	\$ 0.00
Capital Proj. – Community Center	\$ 0.00	\$ 0.00
Water	\$ 5,130.54	\$ 3,631.41
Sewer	\$ 1,899.61	\$ 1,242.53
Fire Truck Fund	\$ 124.15	\$ 19,000.00
Totals	\$ 37,411.94	\$ 49,612.49

- Approval of the Claims for December 2015 as listed:

14926	Aspinwall Cooperative	336.02	gas
14927	Carroll Refuse Service, LLC	1,555.50	garbage collection
14928	Mid American Energy	769.35	utilities
14929	Trophies Plus	17.95	J. Wieland council service award
14930	HyVee	545.05	TC - concessions for resale
14931	Raccoon Valley Electric Coop.	47.18	sewer lagoon
14932	Templeton Telephone Company	25.50	TC - telephone
14933	Templeton Telephone Company	73.39	telephone & internet service
14934	Iowa One Call	6.30	7 one calls
14935	Cardmember Service	184.77	TC grasshopper, supplies
14936	De Lage Landen Financial Serv.	138.80	Dec. 2015 copier/printer lease
14937	Aramark	182.30	TC - linens
14938	Dale Prebeck	1,606.90	payroll & 1/2 insurance allowance
14939	Cardmember Service	333.24	TC - supplies & Holiday décor.
14940	Capital Sanitary Supply	90.00	TC - mop heads & supplies
14941	Postmaster	59.50	postage
EFT	Ike Auen Distributing Co.	48.30	TC - concessions for resale
EFT	Ike Auen Distributing Co.	57.20	TC - concessions for resale
14942	Templeton Savings Bank	179.55	1/2 AD & D insurance
14943	West Central Iowa Rural Water	3,108.00	1,092,000 gallons used
14944	Manning Municipal Gas	427.18	TC - utilities
14945	Manning Municipal Gas	235.17	utilities
14946	Kim Stork-Irlbeck	50.00	cell phone stipend
14947	Ken F. Behrens	554.10	4th qtr. 2015 salary
14948	Mark Bauer	230.88	10 council meetings
14949	Doyle Engelen	161.62	7 council meetings
14950	Rick Hoffman	23.09	1 council meeting
14951	David Ramsey	230.88	10 council meetings

14952	Jan Wieland	92.36	4 council meetings
14953	Dale Prebeck	1,606.90	payroll & 1/2 insurance allowance
14954	HyVee	42.85	TC - concessions for resale
14955	JoAnn Thomas	134.61	TC - payroll
14956	Rhonda Schwaller	2,509.44	payroll & insurance allowance
EFT	Fort Dodge Distributing	82.40	TC - concessions for resale
14957	Lindsey Irlbeck	773.64	TC - payroll
14958	Amy Hanken	55.41	TC - payroll
14959	Claire Hanken	49.15	TC - payroll
14960	Anna Irlbeck	51.71	TC - payroll
14961	Jeffrey Irlbeck	261.03	TC - payroll
14962	Zachery Irlbeck	140.14	TC - payroll
14963	Hannah Warner	169.50	TC - payroll
14964	Holly Warner	189.14	TC - payroll
14965	Kim Stork-Irlbeck	1,057.10	TC - payroll
14966	Eugene Prebeck	36.94	payroll
14967	Treasurer - State of Iowa	1,324.00	4th qtr. 2015 state w/h
14968	IPERS	1,542.79	retirement fund
EFT	Templeton Savings Bank	3,228.73	December 2015 941 tax
EFT	Elavon	65.78	P.O.S. fees
14969	U.S. Cellular	56.91	cell phone
14970	Brown Supply Co.	55.47	one call flags
14971	Crawford Ice Company	105.00	TC - ice
14972	Pepsi	171.31	TC - concessions for resale
14973	Kim Stork-Irlbeck	8.56	TC - holiday decorations
14974	Mid American Energy	440.64	TC - utilities
14975	Computer Concepts	354.03	TC - computer support
14976	Aramark	44.73	TC - linens
14977	Central Sales Lab	606.07	wastewater treatment
14978	Horizon Equipment	372.13	tractor repairs
14979	Rye Supply, Inc.	48.75	UPS charges
14980	Cardmember Service	130.20	logo shirts & TC - grasshopper
14981	Mangold Environmental Testing	33.00	routine water samples
14982	Mangold Environmental Testing	92.00	wastewater samples
14983	Templeton Hardware	5.38	batteries
14984	HyVee	251.48	TC - concessions for resale
14985	Daily Times Herald	56.00	TC - advertising
14986	Carroll County Auditor	1,296.86	4th qtr. 2015 contract law
14987	Karen Prebeck	1,034.99	TC - silk arrangements & seasonal decorations
14988	Daily Times Herald	20.98	legal publication
14989	Templeton Area Development	100.00	2016 dues

Citizen Forum: None

Council discussed amending budget for fiscal year 2016. A motion was made by Ramsey to set date, time, and place for public hearing on Monday, February 1, 2016 at 7:00 p.m. at Templeton City Hall, seconded by Schoeppner. All in favor, motion carried.

Council reviewed for informational purposes only outstanding debt report as of December 31, 2015.

A motion was made by Ramsey to contribute \$100.00 to the Templeton Area Development Corporation for 2016 membership dues, seconded by Bauer. All in favor, motion carried.

Council discussed fees, rates, and charges for various permits and miscellaneous charges. Council tabled.

A motion was made by Ramsey for a 1% pay increase for City Clerk Schwaller and Public Works Prebeck effective July 1, 2016, seconded by Bauer. Roll call taken.

Ayes: Schoeppner, Irlbeck, Bauer, & Ramsey

Nays: None

Whereupon, Mayor Behrens declared motion carried and resolution passed.

RESOLUTION #1134-16

A RESOLUTION SETTING THE CRITERIA FOR SALARIES AND BENEFITS FOR THE EMPLOYEES OF THE CITY OF TEMPLETON, IOWA BEGINNING JULY 1, 2016.

IT IS HEREBY RESOLVED, by the Council of the City of Templeton, Iowa that:

Effective July 1, 2016 the following criteria for salaries and benefits shall be set for the employees of the City of Templeton. The clerk is authorized to issue checks, less legally required or authorized deductions from the amount set out below and make such contributions to IPERS, Social Security or any other purpose as required by law or authorization of the council.

City Maintenance – Dale Prebeck

- Approximately 35 – 40 hours per week.
- Salary \$60,349.12 per year
- IPERS
- 21 days paid vacation per year.
- 15 hours paid sick leave per year.
- 10 – 8 hours each paid holidays – New Year’s Day, President’s Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

City Clerk – Rhonda Schwaller

- Average 30 hours per week - flexible work schedule.
- \$22.14 per hour
- IPERS
- 60 hours paid vacation per year – any unused vacation time will be paid at the end of a calendar fiscal year.
- 15 hours paid sick leave per year.
- 10 – 8 hours each paid holidays – New Year’s Day, President’s Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

IT IS HEREBY RESOLVED by the City Council of the City of Templeton, Iowa that the salaries and benefits set for employees shall be effective July 1, 2016.

Passed and approved this 4th day of January, 2016.

Ken F. Behrens
Mayor

ATTEST:

Rhonda Schwaller
City Clerk

After due consideration and discussion, Council Member Ramsey introduced the following resolution and moved its adoption, seconded by Council Member Schoeppner. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: Irlbeck, Bauer, Schoeppner, & Ramsey
Nays: None

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

Resolution #1135-16

**A RESOLUTION TO IMPLEMENT AND ADOPT
IT SECURITY POLICIES AND PROCEDURES
FOR THE CITY OF TEMPLETON, IOWA.**

WHEREAS, the City of Templeton takes the security of critical data and business related assets very seriously; and

WHEREAS, it is the City of Templeton's intended purpose to protect client, employee, financial, protected third party and other corporate information from unauthorized disclosure, modification or destruction throughout the information's lifecycle; and

WHEREAS, to accomplish this, the City has developed IT Security Policies and Procedures. These policies offer direction to specific departments and staff members, and it is each individual's responsibility to uphold these policies and procedures that directly relate to their position; and

WHEREAS, violations of the policies and procedures or related standards may lead to disciplinary action, up to and including termination.

NOW THEREFORE, BE IT RESOLVED, the Templeton City Council hereby approves the implementation of the attached IT Security Policies and Procedures.

PASSED AND APPROVED ON THIS 4th day of January, 2016.

CITY OF TEMPLETON

Ken F. Behrens, Mayor

ATTEST:

Rhonda Schwaller, City Clerk

The following appointments were made by Mayor Behrens and Council:

- Dave Ramsey appointed as Mayor Pro Tem.
- Rhonda Schwaller appointed as City Clerk.
- Robert Peters appointed as City Attorney.
- Templeton Savings Bank designated as depository bank.
- Dave Ramsey appointed to the Carroll County Solid Waste Mgmt. Board.
- Dave Ramsey and Joe Irlbeck appointed as Street & Alley Commissioners.
- Mark Bauer and Alex Schoeppner appointed as Water & Waste Water Commissioners.
- Joe Behrens, Karen Prebeck, Chris Danner, & Ken Behrens appointed to the Templeton Center Board.
- Dale Prebeck and Hannah Warner appointed to the Park and Recreation Board.
- Don Irlbeck and Dale Prebeck appointed to the Manning Gas Board.
- Don Irlbeck appointed to the Planning & Zoning Commission.
- Cole Kerkhoff appointed to the Zoning Board of Adjustment.

A motion was made by Schoeppner approving appointments by the council and mayor, seconded by Irlbeck. All in favor, motion carried.

Public Works Prebeck addressed the council regarding quote received from Templeton Hardware to convert fluorescent lights at City Hall to LED. Consensus of council was to proceed with project.

Maintenance Report:

- Received quarterly surcharge check from Manning Municipal Gas Department.
- Replaced alternator brushes, regulator, & fuel filter on John Deere 7200 tractor.
- Replaced tire chains on snowplow truck.
- Will be repairing bagger on mower.
- Will be organizing old Fire Station second floor.
- Removed debris at end of storm sewer located near 302 S. 6th Avenue. Will look into more detail this spring to alleviate this problem.

Mayor's Report:

- On December 22, 2015 closed on sale of Lot B in North Ridge Addition with Schoeppner Construction Company, LLC..
- Reviewed 2016 meeting dates for the Carroll County Human Services Coalition.
- Reviewed November 25, 2015 Carroll County Housing Assessment report.
- City of Templeton hosting Carroll County City Round Table meeting on February 11, 2016.
- Read and accepted City Council Rick J. Hoffman's letter of resignation effective January 4, 2016.
- Discussed adoption of a snow ordinance. No further action taken.

Bauer reported the fire department is pursuing grant funds for a generator.

At 9:03 o'clock p.m. and with no further business before the council at that time, they agreed to adjourn. Bauer moved to adjourn and Ramsey seconded the motion. All voted aye, motion carried.

Ken F. Behrens, Mayor

Rhonda Schwaller, City Clerk